

# CAREER OPPORTUNITY ANNOUNCEMENT

**CHIEF EXECUTIVE OFFICER  
YOLO COUNTY FAIR  
40th DISTRICT AGRICULTURAL ASSOCIATION (DAA)  
1125 EAST STREET  
WOODLAND, CA 95776**

**FINAL FILING DATE:** July 13, 2018

**TIME BASE:** Full Time

**SALARY RANGE:** \$7,335-\$8,980/monthly (Exempt position)

**BENEFITS:** Medical, Dental, Vision, Annual Leave, PERS Defined Pension Retirement

**START DATE:** October 1, 2018 (approximate)

**QUALIFICATIONS:**

Desired

- Experience in business administration, public administration, marketing, public relations, communication, entertainment or related fields
- Demonstrated knowledge and experience in developing and managing budgets, maintaining sound fiscal policy; day-to-day record-keeping including payroll; and preparation of board- and government- required reports
- Knowledge and experience in planning, organizational restructuring and business development
- Knowledge and experience in fund-raising, grant and sponsorship development
- Ability to work cooperatively and communicate effectively with staff, board of directors, governmental agencies, local businesses, media and the community
- Knowledge and experience in recruiting, training and supervising employees and volunteers
- Knowledge and experience in developing and implementing marketing plans and strategies
- Knowledge and experience in producing and directing community-relevant programs, entertainment activities and special events
- Knowledgeable in the areas of purchasing, facility maintenance, public relations, contracting, and technology
- Ability to create and deliver public presentations

**DISQUALIFICATIONS:**

Any applicant who attempts to contact directly individual board members or members of the Selection Committee with the intent of influencing the decision of the Board or Committee will be disqualified as a candidate for the position.

## **TO ALL PERSONS INTERESTED IN THE POSITION OF:**

### **Chief Executive Officer, 40th District Agricultural Association Woodland, California**

Thank you for your interest in serving the citizens of Yolo County and the California fair industry.

The chief executive officer at The Yolo County Fairgrounds, or 40th District Agricultural Association, serves at the pleasure of a nine-member board of directors. Each board director is appointed by the governor to a four-year term.

To be considered for the position of chief executive officer, you must complete an application (enclosed) and submit it **no later than July 13, 2018**

#### **APPLICATION PROCEDURES:**

- Please complete the application according to the following special instructions:
- Complete the application form fully. The board of directors may refuse consideration of incomplete applications.
- Type your responses to the application questions in the spaces provided. You may explain or otherwise elaborate on your answers to questions by attaching additional sheets of paper. Each attachment should clearly denote the question(s) to which it pertains.
- Attach your resume.
- Attach a list of five or more references, with addresses and telephone numbers.
- Submit the completed application form and its attachments (stapled) to:

CEO Hiring Committee  
40th District Agricultural Association  
Yolo County Fairgrounds  
1125 East Street  
Woodland, CA 95776

#### **SELECTION PROCEDURES:**

- A screening committee will evaluate each applicant's personal resume and application.
- The applicants considered to be the best qualified for the position will be referred to the DAA's board of directors for further consideration.
- Personal interviews will be scheduled at the fair (boardroom) with a selected number of the most qualified candidates during the week of July 30th, 2018.
- The applications of all candidates will be held in strict confidence.
- The fair board or its representative reserves the right to contact selected individuals who are familiar with the accomplishments of applicants.
- The fair board or its representatives may wish to visit the home community of the final applicant(s).
- It is anticipated that the Board of Directors will make its final determination on or before August 31, 2018

Please address questions about this position or application process to Rita Moore at:  
[rita@yolocountyfair.net](mailto:rita@yolocountyfair.net) or (530) 402-2202.

## **Overview**

The Yolo County Fairgrounds is part of the Network of California Fairs. The 40<sup>th</sup> District Agricultural Association is our true name and we are the home of the Yolo County Fair that is held each year in August. We are the largest and oldest free gate fair in California. The Fair is a vital part of our community as is our fairgrounds. We offer our community the opportunity to gather each year and participate in great competitions, celebrate their talents and enjoy great entertainment.

Our 55-acre fairgrounds host many events during the year, including the Woodland Celtic Games and Festival and Midnight Mass. Our buildings are available for rent for a multitude of private and public events. The tradition of the Yolo County Fair is to maintain a free gate, a safe family atmosphere and respect for diversity of the residents of our community. We also provide education of our agricultural heritage, focusing on our youth to promote a rewarding involvement through service and participation.

## **The Position**

The 40<sup>th</sup> District Agricultural Association Board of Directors is seeking a qualified individual to replace a retiring CEO. The CEO is governed by a nine-member Board appointed by the Governor of California. Under the direction of the Board the CEO is responsible for directing and assisting the District's full-time, part-time and volunteer staff to fulfill the goals and objectives of the organization as well as the vision of the Board and have the ability to administer and manage a multi-faceted operation, as well as implement necessary maintenance and improvement projects, have a full understanding of and the ability to perform financial accounting. The job requires the CEO to understand sound business practices and principles, and the importance of strict compliance regarding State and Public agency reporting requirements.

## **The Ideal Candidate**

In addition to the responsibilities identified in the prior section, the CEO of the 40<sup>th</sup> District Agricultural Association must be an individual with a strong desire to embrace the important traditions of the Fair through its commitment to junior livestock and agriculture. They must also have a passion to grow and increase the events held on the fairgrounds to guarantee that the District maintain a positive financial position.

The ideal candidate must have a general understanding of how to address routine maintenance projects and when necessary, assist by being hands-on and willing to get it done. They will need to know how to fundraise, write grants, develop marketing and implement strategies that will generate additional funds to support programs that benefit both the Fair and Fairgrounds.

They should have a sound knowledge of information technology, social media, public relations, personnel, contracting negotiation and administration.

The responsibilities and workload of the CEO requires working irregular hours and weekends. The Ideal candidate must have the ability to balance and manage the challenges of a multi-faceted work environment and adjust to shifting priorities. The need to exercise diplomacy appreciate and understand diversity and inspire others to achieve the goals and objectives of the district.

To be successful, the CEO must exhibit the highest moral character and integrity always for they are the face of the organization.

## **Experience Education and Knowledge**

- Experience and demonstrated knowledge of developing and managing budgets, maintaining sound fiscal policy.
- Experience in business administration, public administration, public relations, communications, entertainment and related fields.
- Ability to work cooperatively and communicate effectively with staff, board of directors, government agencies, local businesses, media and community.
- Knowledge and experience with recruiting, training and supervising employees and volunteers.
- Knowledge and experience in facilities management and maintenance.
- Knowledge and experience in working with youth organizations and livestock.
- Ability to create community partnerships and deliver public presentations.
- Ability to understand financial reports and produce them for the Board.
- Knowledge of State bidding and compliance.

# CHIEF EXECUTIVE OFFICER APPLICATION

Mr.

1. Ms. \_\_\_\_\_  
(First) (Middle) (Last)

2. Residence

Address: \_\_\_\_\_  
(City) (County) (State) (Zip)

Phone: (\_\_\_\_) \_\_\_\_\_

3. Position Desired: \_\_\_\_\_ Date Available: \_\_\_\_\_

4. Have you ever been employed by a fair organization? YES NO

If so, when and where? \_\_\_\_\_

5. Present Business Title: \_\_\_\_\_

Company: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Salary: \_\_\_\_\_

Address: \_\_\_\_\_  
(City) (County) (State) (Zip)

Phone: (\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_

6. **Twelve-year work history:** (begin with most recent or present employment)

<u>Employer</u>	<u>Title/Type of Business</u>	<u>City/State</u>	<u>Starting/Ending Dates</u>
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

7. **Educational history:**

College/Graduate School (Location)                      Course of Study                      Degree Earned                      Date of Completion

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8. **Professional licenses and certificates:**

<u>Certificate/License</u>	<u>Date Issued</u>	<u>Certificate/License</u>	<u>Date Issued</u>
1) _____	_____	3) _____	_____
2) _____	_____	4) _____	_____

9. **Current affiliations/memberships in professional organizations and/or societies:**

<u>Organizations/Societies</u>	<u>Starting Date</u>
_____	_____
_____	_____
_____	_____

10. \_\_\_ Yes \_\_\_ No Have you resided at your current residence less than 5 years? If yes, please list all residences for the past five years.

11. \_\_\_ Yes \_\_\_ No Are you a citizen of the United States?

12. \_\_\_ Yes \_\_\_ No Have you ever been affiliated (as an officer, owner, director, trustee, partner, advisor or consultant) with any institutions (corporations, firms, partnerships, business enterprises, non-profit organizations, etc.) within the past five years which might present a potential conflict of interest or appearance of conflict of interest with the district agricultural association, as defined in Government Code §1090 and/or §87100 et seq? If yes, please explain.

13. \_\_\_ Yes \_\_\_ No Do you or any members of your immediate family own or have any interest which may present a conflict of interest with the district agricultural association, as defined in Government Code §1090 and/or §87100 et seq? If yes, please explain.

14. \_\_\_ Yes \_\_\_ No Do you or any members of your immediate family own any interest in any real property adjacent to or in proximity with the fairgrounds?

15.    \_\_\_ Yes \_\_\_ No Were you ever discharged, rejected during probation, or have you ever been requested to resign or resigned under unfavorable circumstances from any employment? (You may omit any incident occurring over 7 years ago except a disciplinary or punitive dismissal, or a probationary period rejection from California State Civil Service). If yes, please give details.

16.    \_\_\_ Yes \_\_\_ No Are you presently serving as an elected city or county official?

17.    \_\_\_ Yes \_\_\_ No Are you presently doing business with the 40th District Agricultural Association, any board director or staff member? If yes, please explain.

18.    \_\_\_ Yes \_\_\_ No Have you ever or do you currently utilize other names professionally? If so, please list.

19.    Please explain qualities of yours which will prove beneficial should you be appointed as chief executive officer of the 40th District Agricultural Association.

20.    Please describe how you perceive the role of a chief executive officer in relation to the board of directors at a district agricultural association.

21.    What is the importance of a fair to its community?

22. How did you learn of this job opening?

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I certify that the foregoing questions are answered truthfully for the purpose of securing employment. If employed, I agree to conform to the rules and regulations of the State of California and the 40th DAA. I understand that any false answers or statements on this application or any supplement thereto, will be sufficient grounds for immediate discharge.

Date: \_\_\_\_\_

By: \_\_\_\_\_

(Applicant)

### **AUTHORIZTION FOR RELEASE**

I understand that should the offer of employment as chief executive officer of the 40th District Agricultural Association be made, it is conditional upon the completion and satisfactory results of an extensive investigation of my personal and business background. I hereby authorize the release of any and all information pertaining to me or businesses in which I participated, including information of a confidential or privileged nature in the possession of government or private agencies or individuals. I hereby release all such agencies or individuals who furnish such information from liability for damages which may result from furnishing the information requested. I also understand that my consumer credit report may be requested and used in connection with this application for appointment. The source of the report shall be a major national credit reporting agency, such as TRW, TRANSUNION, or EQUIFAX. In the event such a request is made, the credit agency should provide me with a copy of the report.

Date: \_\_\_\_\_

By: \_\_\_\_\_

Applicant